

**PARK BOARD MEETING
WEDNESDAY, SEPTEMBER 26, 2018**

Chair Craig Kittel called the Park Board meeting to order at 7:00 p.m. on Wednesday, September 26, 2018.

Members Present: Craig Kittel, Jon Hailey, Mandi Erickson, and Brian Schroeder

Others Present: Michelle Carlson, Jordon Lyons, Rich Lyons, Kathy Stanke, Randy Stanke, Dave Pufall, Jeremiah Wendt, and Noah Wiedenfeld

Members Absent: Joe Ard, Frank Norton, and Christine Melby

Jon Hailey moved to adopt the agenda, but moving 7a Eagle Scout project after 5a Project Updates, seconded by Mandi Erickson, motion carried.

Brian Schroeder moved to approve the minutes of August 29, 2018, seconded by Jon Hailey, motion carried.

Public Business Items

Jeremiah Wendt introduced Dave Pufall as the new Operations Manager. He will be taking over some of the duties Mike Mroz did. Noah Wiedenfeld will be the primary contact for the park board meeting and Dave will be the one that makes sure things are completed in the field.

Noah stated he returned from Baltimore today and the City won two awards, one for the skate park and the other for the police department's active shooter training program.

Consent Agenda:

Project Updates:

Craig Kittel stated in an effort to make our Park Board meetings more efficient out of respect for everyone's time, staff will provide updates about a variety of projects. These updates are included on the consent agenda as one item, instead of separate agenda items for discussion. Jon Hailey asked about the North Side shelter roof. Craig explained the Council had reviewed the claims and what should be repaired and what could be left. Craig was unsure what category this was put in. Staff will continue to look into the matter.

Brian Schroeder asked about the Field Usage Policy. He suggested that instead of meeting individually with Park Board members and representatives from the associations, this should be discussed at the Park Board meeting in open session to be more transparent. Mandi Erickson asked if there has been any contact with other communities and if there is any information can it be shared with the board. Information from the individual meetings will be compiled and brought to the Park Board, along with information from other communities.

Jon Hailey moved to approve the consent agenda, seconded by Mandi Erickson, motion carried.

Unfinished Business:

Will's Playground MOU:

At the August meeting, the Park Board approved Mary Park as the location for the proposed Will's Playground project. Per discussion at the August meeting, City staff has been in communication with MSA Professional Services about the cost of preparing a long-term master plan for the playground area that also incorporates the restrooms, former beach, parking lot, etc. City staff have a meeting scheduled with representatives from MSA on-site at Mary Park in early October. Brian asked about the RFP in the MOU. The LTI group will assist with reviewing the proposals and make a recommendation to the Park Board regarding which company is chosen for the design and construction of the playground.

A draft memorandum of understanding (MOU) has been prepared and was included in the agenda packet. The MOU outlines details about funding, design and construction, maintenance, etc. In the current draft MOU, the Park Board would commit \$5,000 to establish a fund through the New Richmond Area Community Foundation. Once \$10,000 in funds are raised, the Park Board's contribution of \$5,000 would be returned. After the MOU is approved by the Park Board, it would proceed to the City Council for final approval.

Mandi Erickson moved to approve the MOU as presented, seconded by Jon Hailey, motion carried.

Pickleball Courts:

City staff received a quote from Cyclone Fence for 150 feet of 4-foot high chain link fence in the amount of \$2,868. This includes materials and labor. The work could be completed this fall. Cyclone Fence could also install the posts; they are currently installing a pickleball court in Frederic, WI. The estimated costs for four posts and two outdoor nets is approximately \$1,000.

In regards to the basketball courts at Woodland Creek, City staff did, some research into the matter going back to when the parkland was first dedicated to the City of New Richmond. The asphalt was installed in 2005 and was not poured to specifications. At that time, it was recommended the asphalt be milled and repaved. Minutes from the October 2006 Park Board meeting indicate the area would remain basketball courts due to the high resurfacing costs. City staff are currently waiting to hear back for quotes from two companies, but it's anticipated that the cost will be substantially more than the cost of the pickleball courts at Mary Park (likely in the tens of thousands of dollars). Jeremiah stated if anything were done at the Woodland Creek courts, he would recommend adding the extra 15 feet so it could be used as a tennis, basketball or pickle ball court. Randy & Kathy Stanke from the Pickleball Association stated they have done a pledge drive and they have \$1,500 pledged for the project. Brian Schroeder moved to accept the bids as presented and accept the \$1,500 donation from the Pickleball Association, seconded by Jon Hailey, motion carried.

Whispering Prairie Park Master Plan:

CRS Design has updated the design to replace the previous rock-climbing wall (due to concerns about bees/wasps) with a different climber, and provided additional information about the shade structure. The metal frames have a 20-year warranty, and the shade fabric is fire-rated and has a 10-year warranty.

Before playground equipment is purchased, City staff would like to show the proposed plan to the neighborhood for any additional feedback. This will be done in the form of a mailing that will be sent to all residents in the Whispering Prairie development. It was asked if the material would fade, consensus was with the improved fabrics this should not fade. Mandi Erickson moved to approve the shade structure with the color to match the equipment, seconded by Brian Schroeder, motion carried.

Fox Run Park Master Plan:

City staff are working with a landscape architect from CRS Design, LLC to develop master plans for future parks in the Fox Run and Whispering Prairie developments. The first phase of the project included preparing conceptual bubble diagrams, initial design thoughts, and cost estimates, all of which were shown at the July Park Board meeting. Phase Two includes creating graphic drawings that provide a more in-depth look at the design. Jeremiah reviewed where the easement lines are. At this time, Copar owns all the land around the park. Jeremiah has been working with them to get access to the park area. There was discussion on the grading around the park area. Jon Hailey moved to approve the concept as presented but hold off on the purchasing of any equipment until the trail easements are finalized, seconded by Mandi Erickson, motion carried.

Freedom Park Disc Golf RFP:

A draft RFP has been prepared by City staff and was included in the packet for review. Mandi Erickson move to approve the RFP with changing opening date to the October Park Board meeting, seconded by Jon Hailey, motion carried.

New Business

Eagle Scout Project – Oakes Barn:

Jordan Lyons is working towards earning the rank of Eagle Scout, and must complete his Eagle Scout project before his 18th birthday (in May). The project Jordan is interested in at this time includes cleaning up the property around the Oakes barn, improving the existing stairs, and adding fencing and educational signage that tells about the history of the structure. This barn foundation is the oldest known structure in the City of New Richmond. The structure dates back to the early 1850s or earlier and is located on City-owned property on the east side of Bilmar Avenue, near Paperjack Park.

Craig asked if Jordan had checked with the State on guidelines on how to restore this area. He would work with the Historic Preservation for the history signage. Noah stated there will be a representative in New Richmond from the Historical Society October 15 – 19th. Jordan is hoping they can also help with how to prune the trees to allow more sunlight in. The goal is to have everything done in early spring. The property lines should be clearly determined so that the project is not on private property. Jon Hailey moved to allow Jordan Lyons to move forward with his project and bring back his final plans for signage and fencing before May, seconded by Mandi Erickson, motion carried.

Food Trucks:

The City of New Richmond's current Code of Ordinances does not address food trucks. Over the past few months, City staff have received more inquiries from businesses about having food trucks at local events. Many communities have guidelines regarding designated locations for mobile food vendors, distance restrictions from restaurants, garbage, and general operating requirements. As City staff work to prepare a draft ordinance for New Richmond, we would like input about food trucks at city parks. The question was asked about ice cream trucks, Noah stated they fall under another license, as this is prepackaged food. Jon asked about incorporating the microbreweries also.

Trail Kiosk Guidelines:

A trail kiosk was installed this summer near W 6th Street at the Rail Bridge Trail, and a second trail kiosk is awaiting installation. The kiosks feature park and trail system maps, and provide some limited space to promote upcoming trail-related events (e.g. local 5K run/walks, Million Calorie Burn, etc.)

GUIDELINES

- Materials shall be only be installed by City staff. Materials that are affixed to the outside of kiosks shall be removed.
- Materials shall include the sponsoring organization's name and/or logo.
- Materials shall be posted according to space availability.
- Materials posted in kiosks shall be discarded after posting expiration.
- The kiosks are not intended to be a community bulletin board. Due to space limitations, materials shall promote physical activity events that are trail-related, including but not limited to running, walking, bicycling, hiking, and cross country skiing. Materials shall promote local New Richmond events rather than events in other communities.
- City staff shall have the discretion not to approve materials that might be considered obscene or offensive.

Mandi Erickson moved to approve the guidelines as presented, seconded by Brian Schroeder, motion carried.

Holiday Lights in Mary Park:

In July of 2016, the City of New Richmond approved a memorandum of understanding (MOU) with the Rotary Club of New Richmond for a holiday light display at Mary Park. The Rotary Club decided not to pursue the project due to the higher-than-anticipated costs associated with purchasing and installing lights, and other concerns associated with storage, volunteers, etc.

Although the Rotary Lights Project was not implemented in 2016, the Park Board discussed whether there is interest in further exploring the idea of a holiday light display at Mary Park with other stakeholders in the community. Craig stated he felt this event could help Five Loaves Food Shelf. This is a good time to start discussion with the Chamber, Rotary, and other service organizations. Contact will be made with other communities who do this type of activity.

Freedom Park Trail:

In recent years, completing the remaining 5,000 feet of trail at Freedom Park has been one of the more important, large project priorities for the Park Board according to the project rankings completed by each member (the project was ranked No. 5 in 2016 and No. 9 in 2018).

The estimated cost of completing the project (using 2018 pricing) is about \$300,000 for an outside contractor to construct a 10' wide bituminous asphalt trail. The Army National Guard from Spooner has expressed an interest in completing the grading work in 2019 as a training exercise, which could reduce the labor costs associated with the project.

City staff received a proposal from Short Elliott Hendrickson Inc. (SEH) for design and staking services for the trail project, which is estimated to be \$23,900.

Brian Schroeder moved to take \$23,900 out of impact fees to hire SEH to design and stake the trail project, seconded by Jon Hailey, motion carried.

Willow River Water Trail Consultant:

Earlier this summer, the City of New Richmond received a \$10,000 grant from the Wisconsin DNR to be used towards the Willow River Water Trail Initiative. Some of the project components included in the grant include website development, maps, chainsaw training, recreation plan, and the creation of a citizen-led "friends" organization. Consultants Natalie Warren and Lee Vue have prepared a proposal for \$6,500 for content writing, branding and web development, and design services. These two individuals are well known in the region for their work and expertise specifically on water trails, and come highly recommended.

Brian Schroeder moved to take \$6,500 out of the \$10,000 grant to be used for content writing, branding and web development and design services, seconded by Jon Hailey, motion carried.

Park Land Trust Report:

Park Land Trust Fund - \$199,002.84

Impact Fees Fund – \$27,351.97

Inspection Reports:

Turned in. Question was asked about the Mill Pond fountain, Jeremiah said they are looking at new GFI outlet.

Announcements:

None

Jon Hailey moved to adjourn the meeting, seconded by Mandi Erickson, motion carried.

The meeting of the Park Board adjourned at 9:11 p.m.

Minutes Submitted by
Marie Bannink
City Secretary